

BODEGA BAY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES	Article: 3	SOG 1-19
	References: MOU and APM	
	Subject: Acting Captain	

The following guideline shall be used to evaluate, test, and assign employees for the position of Acting Captain (A/C). The Acting Captain position shall be used when no other regular full-time Captain is available to cover and supervise a shift. Guideline number 1-12 shall be used to fill Captain level vacancies.

Acting Captain Prerequisites and Qualifications:

- Five (5) years full-time experience with BBFPD (FF/Paramedic or FF/EMT).
- CSFM Firefighter II Certification.
- Valid CDL Class C w/Firefighter Endorsement (minimum).
- ICS 200/300 or other approved ICS class completed.
- CSFM Company Officer 2D and Company Officer 2E.
- CSFM Fire Apparatus Driver/Operator (Pump Apparatus).
- Knowledge of the District Administrative Policy Manual, SOG's, and the District Safety Plan.
- Knowledge of Coastal Valleys Treatment Guidelines, NFPA Standards, OSHA Standards, Uniform Fire Code, California Fire Code, and other fire related laws.
- Knowledge of the REDCOM dispatch/communication system standard operating procedures.
- Knowledge of the automatic aid/mutual aid system.
- Knowledge and ability to operate within the Sonoma County MCI and Haz Mat Plans.
- Ability to provide leadership to personnel in emergency and non-emergency incidents.
- Ability to make priority decisions and delegate assignments as necessary to successfully complete both emergency and non-emergency incidents.
- Ability to work cooperatively with allied agencies at an incident scene.
- Ability, knowledge, and experience in providing training programs to crewmembers, volunteers, and interns.
- Ability to operate within the intent of SOG 1-18 - Expectations of Fire Officers.
- Ability to fully complete NFIRS reports.
- Ability to review EMS/PCR reports for accuracy.
- Ability to use map books and other resources to find locations within the District.

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- Ability to use Building Pre-Plans for emergency incidents.
- Ability to fairly and impartially supervise and direct the daily operations of an assigned crew.
- Ability to promote “teamwork” on an assigned shift and with other shifts.
- Ability to resolve minor personnel issues.

The A/C applicant must pass a cognitive test covering the knowledge and ability areas so listed with minimum passing score of 80%. This test may be remediated.

BBFPD employees who wish to be appointed to the Acting Captain (A/C) position shall make a written request to the Fire Chief. The Fire Chief will forward this request to the Operations Captain who will review the prerequisites and qualifications and administer the necessary knowledge testing. An employee who has passed the knowledge test and has been approved by the Fire Chief will be placed on a probationary A/C status for up to one year. At the end of this probationary period, upon recommendation of the Operations Captain, the Fire Chief will approve or deny the permanent A/C status of the requesting employee.

Employees that have become Acting Captain qualified shall be placed on an A/C seniority list based on his or her date of final approval.

Acting Captain compensation shall be in accordance with the MOU.

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